

~~RESTRICTED~~
Security Information

PERSONNEL DIRECTOR MEMORANDUM NO. -53

SUBJECT: Procedures for the Distribution of Security Clearance Information
to Applicants for Employment with the Agency

1. The following procedures are established in order to insure that each individual understands at the time of first applying for employment with the Agency what criteria and policies will govern his selection as an employee or consultant and that this understanding will be a matter of record for both the applicant and the Agency.

a. Applicants Personally Contacting or Contacted by Recruiters

~~When~~ When the applicant is furnished copies of the Personal History Statement during or after his interview with a recruiter, he will also be requested to read Applicant Information Sheet No. 1 (attachment A) and Applicant Information Sheet No. 2 (attachment B). The applicant will then sign Applicant Information Sheet No. 1 on the appropriate line and return it to the recruiter to be filed in the applicant's folder. The applicant will be permitted to retain a copy of Applicant Information Sheet No. 1 for his own records, ~~but he must return Applicant Information Sheet No. 2 to the recruiter.~~ *as well as a copy of*

b. Applicants Contacting the Agency by Mail

~~The~~ The applicant will be sent two copies of the Applicant Information Sheet No. 1 and one copy of the Applicant Information Sheet No. 2 at the same time he is furnished copies of the Personal History Statement by the Personnel Procurement Division. Copies of the Applicant Information Sheet No. 1 will not be dispatched unless accompanied by a copy of the Applicant Information Sheet No. 2. The applicant will be requested to read, sign and return one copy of the Applicant Information Sheet No. 1 to the Agency where it will be filed in the applicant's folder. The applicant will be permitted to retain the other copy of the Applicant Information Sheet No. 1 and the Applicant Information Sheet No. 2 for his own records.

2. The procedures described above will become effective as soon as the printed Information Sheets are available.


GEORGE E. MELOON

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